

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 33-324

**PACIFIC AIR FORCES COMMAND
Supplement 1**

28 JUNE 2002

Communications and Information

**THE INFORMATION COLLECTIONS AND
REPORTS MANAGEMENT PROGRAM;
CONTROLLING INTERNAL, PUBLIC AND
INTERAGENCY AIR FORCE INFORMATION
COLLECTIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication does not apply to the Air National Guard (ANG) or the Air Force Reserve Command (AFRC) units and members.

SUMMARY OF REVISIONS

This supplement updates policies and guidelines from the previous edition.

AFI 33-324, 1 June 2000, is supplemented as follows:

1.3.2. The Information Assurance Division, HQ PACAF/SCI, is responsible for the management of the Information Collections and Reports (ICR) Management Program.

1.3.2.1. (Added) The Base Records Manager is the base level ICR Manager.

1.3.2.2. (Added) Within HQ PACAF each Directorate will appoint an ICR Manager. If two or more ICR Managers are required because of the organization size or workload, one will be appointed the primary of the overall organizational ICR program. Send a copy of the appointment letter to HQ PACAF/SCI.

2.9.3. Coordinate the draft of the written justification and the revised directive or change with the PACAF ICR Manager.

2.10.1. The PACAF ICR Manager will furnish the ICR Managers a list of their reporting requirements electronically, annually, that require triennial review that year, and the expiration date. The organizational ICR managers will ensure each requirement is revalidated before the expiration date, or discontinued according to paragraph 2.9 of AFI 33-324.

3.4.2. Submit responses including negative replies to the HQ PACAF/SCI/ICR Manager.

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